



SUPERVISORY CBP OFFICER (COUNTRY TEAM LEAD- IMMIGRATION ADVISORY PROGRAM)

CUSTOMS AND BORDER PROTECTION

1 vacancy in the following location:	Salary Range \$87,263.00 to \$113,444.00 / Per Year	Who May Apply Current U.S. Customs and Border Protection employees with competitive status.
 London, United Kingdom	Series & Grade GS-1895-14/14	Control Number 435959200
Work Schedule is Full Time - Permanent	Promotion Potential 14	Job Announcement Number MHCMP-1679739-IC
Opened Monday 4/25/2016 (394 day(s) ago)	Supervisory Status Yes	
 Closed Tuesday 5/3/2016 (386 day(s) ago)		

Job Description

Job Summary

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to detect and prevent terrorists and instruments of terror from entering the U.S. This position starts at a salary of \$87,263 (GS-1895-14, step 1). Apply for this exciting opportunity to strengthen homeland security by performing law enforcement activities such as inspection, intelligence analysis, examination, and interpretation of laws and regulations.

Who May Apply: Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, Immigration Advisory Program, London, United Kingdom.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

If going from a LEO Covered Position to a Secondary CBPO Enhanced Retirement Covered Position: Please be advised that when you enter on duty in this Secondary CBPO Enhanced Retirement covered position you will no longer be covered under the Special Retirement System for Law Enforcement Officers, but will only be covered under the Federal Employees Retirement System (FERS). For further information on the Secondary CBPO Enhanced Retirement Coverage, please see the section on **Retirement Coverage**

Duties

In this position you will become a key member of a team of homeland security professionals detecting and preventing terrorists and instruments of terror from entering the U.S. Typical work assignments include:

- Responding to and resolving technical and operational questions regarding function or program supervised, coordinating with those similarly involved in other field locations and at higher levels as needed, and ensuring current selectivity techniques are used to distinguish and concentrate on potential violations while facilitating legitimate arrivals and proper trade activity.
- Providing guidance and training, communicating intelligence and enforcement information, disseminating new procedures and policy changes, and identifying areas of special emphasis.
- Resolving conflict between subordinate supervisors, CBP employees, and travelers or importing public.
- Planning and carrying out assignments, projects, studies or investigations intended to explore and resolve major operations problems, or to develop, improve or install new procedures.

Promotion Eligibility Rules as of October 1, 2013 (Directive No. 51332-022B): CBP requires competition for selection into supervisory and managerial positions for occupations covered by competency-based assessments.

- Candidates for this GS-14 supervisory/managerial position must have competed for and served in a permanent or temporary GS-13 second-line or higher or equivalent supervisory position or in a permanent GS-13 managerial position.
- The above requirement does not apply if you currently hold or previously held a permanent supervisory or managerial GS-14 or higher position.
- To view the promotion eligibility directive in its entirety, please visit the HRM career center webpage on CBPNET

Firearms Requirement: Although this position does not require a firearm, you will still need to maintain firearm requirements.

Travel Required

- Occasional Travel
- Travel may be required.

Relocation Authorized

- Yes
- Relocation expenses will be paid.

Job Requirements

Key Requirements

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing

- You and your dependents must pass a State Department medical examination
- You and your dependents must obtain a valid passport
- You must obtain a valid driver's license and maintain firearms proficiency
- You must pass the CBP Officer Promotional Assessment (including In-basket)

Qualifications

GS-14: You qualify at the GS-14 level if you possess one (1) year of specialized experience including planning, supervising, and directing inspection, intelligence analysis, examination, anti-terrorism, and other law enforcement programs relating to the arrival and departure of persons, conveyances, and merchandise into the U.S. Experience supervising Customs and Border Protection related work activities is preferred.

Secondary CBPO Enhanced Retirement Requirement: The criterion is that knowledge, skill and ability in a position deemed to meet primary CBPO special retirement coverage is a **mandatory prerequisite** to satisfactorily perform the major duties and responsibilities of this job. In order to meet the requirements of this secondary CBP Officer position you must have permanently served in a primary CBP Officer Special Enhanced Retirement covered position, i.e. Customs Inspector, GS-1890, Immigration Inspector, GS-1816, Canine Enforcement Officer, GS-1801, or CBP Officer, GS-1895.

Note: If you currently serve in a permanent Secondary CBPO Enhanced Retirement covered position, you are exempt from this mandatory prerequisite.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by Tuesday, May 03, 2016.

If you are not a current GS-1895, and you are selected, you will have to meet the following medical/physical standards:

Physical and Medical Requirements: Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, go to: http://www.cbp.gov/xp/cgov/careers/customs_careers/officer/tentatively_selected/

Physical Fitness Screening: Due to the strenuous nature of the CBP Officer duties and the associated training programs, fitness tests have been developed and will be used to screen candidates for CBP Officer positions. Candidates will be required to pass 2 pre-employment fitness tests. For more information, go to: www.cbp.gov/xp/cgov/careers/customs_careers/officer/cbp_officer/

Security Clearance: This position requires a security clearance. If selected for this position, you should be able to obtain and maintain a Top Secret/SCI Clearance.

Basic Training: You may be required to attend approximately 18 weeks of training at the CBP Academy at FLETC. **Shift Work/Overtime:** You will be required to work on a shift and rotational basis and perform substantial amounts of overtime. **Physical and Environmental Conditions:** The work is conducted in an office/airport setting. The position requires light to moderate physical exertion involving long periods of standing and walking.

Government Credit Card: You must possess a government credit card.

Data Systems: You will be required to maintain access to all data systems necessary for duty execution.

Rotation of Assignments/Duty Locations: Applicants may be required to rotate assignments and duty locations.

Education Allowance: Payment for most actual costs of education for each dependent are determined by the Department of State and are subject to change.

Tour of Duty: The tenure of Customs and Border Protection (CBP) employees in the Immigration Advisory Program (IAP) is limited to a total of 5 years. This includes a 2 year tour of duty, one 2 year extension, and an additional 1 year extension. Employees who have not served 5 years at a domestic duty station, subsequent to their initial overseas tour of duty, should not be considered for a second tour of duty in any foreign assignment.

Supervisory Probationary Period: You may be required to serve an eighteen-month probationary period upon appointment to this position and complete a supervisory training course within 12 months of assignment.

Return Rights: Within 180 days of completing their tour, the employee will submit a list of 5 preference locations for their return. If none of the 5 locations have an equivalent vacancy, CBP will provide the employee a list of up to 5 additional locations where CBP has staffing availability to select from. If the employee declines the locations provided by CBP, the employee will be reassigned to an equivalent position in his/her Home of Record Field Office.

Annual Leave Accumulation: Employees assigned to IAP ports may carry over 360 hours of annual leave to the next leave year (as opposed to 240 hours).

Home Leave: In addition to annual leave, employees at IAP posts earn ten days home leave on each two-year assignment. This leave is only granted to those employees who have their IAP assignment extended for another tour and is to be used between tours. The Government pays the employee per diem and transportation expenses from the employee's post of duty in IAP to the employee's former official residence in the United States. In addition, it also pays for the transportation expenses of dependents who accompany the employee on home leave to the employee's residence in the United States.

Living Quarters Allowances (not payable if claiming temporary lodging allowance): Employees receive payment of an annual tax-free quarters' allowance for housing while in an IAP station. This allowance is intended to cover the cost of suitable, adequate living quarters for the employee and his/her family plus the cost of heat, light, fuel, gas, electricity, and water. However at some duty stations government subsidized housing is provided.

Foreign Transfer Allowance - The foreign transfer allowance is divided into two separate allowances. These allowances are payable as follows: A. Miscellaneous Expense Allowance - This allowance is intended to assist you with certain extraordinary costs in connection with establishing residence quarters at the foreign post. An amount of \$650 for a single employee and \$1300 for an employee with family may be granted without any receipt or itemizing required. This allowance is not paid to employees who are returning to the United States for separation. B. Subsistence Expenses Allowance - A subsistence expense allowance applicable to lodging, meals (including tips), laundry, cleaning and pressing expenses in temporary quarters for you and each member of your family for up to 10 days before final departure from a post in the United States to a post in a foreign area. Expenses of local transportation are not allowable. **Temporary Lodging Allowance (not payable if claiming living quarters allowance):** A temporary lodging allowance is a tax-free quarters allowance that is granted to you for the reasonable cost of temporary quarters, which are incurred by you and your family for a period not to exceed (1) 60 days after first arrival at a new post in a foreign area, or a period ending with the occupation of permanent quarters, if earlier; and (2) 30 days immediately preceding final departure from the post subsequent to the necessary vacating of residence quarters. **Transportation of Household Effects and Related Expenses:**

A. Maximum weight of household goods and personal effects, which may be transported or stored at Government expense shall not exceed 18,000 pounds net weight for all employees. B. The transportation of household goods must be accomplished through the use of Government Bill of Lading. This includes transfers either to or from a foreign post of duty. C. Allowance for Transportation and Accessories Service - The actual cost of transportation of household goods and personal effects, including the packing and crating of materials, lift vans, or other temporary containers with the weights prescribed in the previous paragraph, will be allowed at Government expense.

D. Temporary Storage of Household Goods - Temporary storage incident to transportation of household goods is allowable for a period of up to 90 days.

Security Clearance

Top Secret/SCI

Additional Information

What To Expect Next

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

BENEFITS

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

Retirement Coverage: This position has been identified as a secondary position as provided under the enhanced retirement provision of Public Law 110-161 for Customs and Border Protection Officers. Please see http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new_cbpo_retirement_coverage/cbp_faqs.xml for requirements of secondary coverage. Information is also available by calling the CBPO Retirement Coverage toll-free hotline at 1-866-469-7359 or emailing questions to rabaservices@cbp.dhs.gov. If you are found qualified and eligible to occupy this position but do not meet the criteria to receive the enhanced retirement coverage, you will be covered under the FERS retirement system.

Other Information

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

This position is not covered under the bargaining unit.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>, including your rights and responsibilities.

This position meets the criteria defined in the Fair Labor Standards Act (FLSA) as an exempt position. Therefore, while serving in this foreign duty location, the FLSA code will be categorized as "Exempt". Exempt employees receive an overtime rate defined under Title 5 rather than that defined under FLSA. For more information on Title 5 pay, please see the following link: <http://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/overtime-pay-title-5/>

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. To learn more, click on the link https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/CustomsBorder)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv

How to Apply

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1679739 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Tuesday, May 03, 2016.**

How You Will Be Evaluated

Qualified U.S. Customs and Border Protection (CBP) candidates will be ranked on the basis of the scores received on your *CBP Officer* Promotional Assessment. Competitive applicants must have a valid test score when the announcement opens, or we cannot consider you for this position. Alternate Staffing (Non-Competitive) Candidates need not have a current, valid test score. Alternate Staffing (Non-Competitive) candidates include applicants who have permanently held a position at the announced grade or higher.

Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores. If you have completed the assessment questionnaire and have uploaded all required documents for this announcement, there is nothing further you need to do at this time.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Vast experience in the admissibility process, its laws and regulations; proficiency in the use of targeting databases; and experience interdicting fraudulent documents
- Extensive knowledge and comprehensive understanding of CBP and other agency laws, regulations, precedent decisions, policies and procedures applicable to the admissibility of passengers desiring to enter the United States; the

identification of fraudulent travel documents, immigrant and non-immigrant requirements for travel to the United States, and fines and liquidated damages provided for under the Immigration and Nationality Act.

- Comprehensive knowledge of trends, profiles and methods of drug and alien smuggling, terrorism, document fraud and other sensitive national security issues.
- Extensive knowledge of political, social and economic factors, both domestic and international in scope, which may affect attempts to enter the United States illegally.
- Knowledge of principles and techniques of management to accomplish work through others.
- Knowledge and understanding of policies, principles, and objectives of EEO and special emphasis programs.

Required Documents

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](#)
- ***Veterans preference points are not applicable to Merit Promotion announcements.***
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.




Department Of Homeland Security

Customs and Border Protection

Contact

CBP MHC Hiring

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